

RFP EXHIBIT D

CHECKLIST FOR RESPONSIVENESS

_____ Proposal was submitted on or before 4:00 p.m. on date November 14, 2011

_____ Required number of proposal copies (seven) were submitted.

_____ Proposal was formatted into four major sections: letter of submittal, technical proposal, management proposal and cost proposal.

_____ Proposer meets minimum qualification, which are:

Have substantial experience performing evidence-based health technology assessments and demonstrate an understanding of evidence-based medicine and its application to health policy. A minimum of three years of related corporate experience is required.

_____ Technical Proposal is essentially responsive to core requirements of the RFP.

_____ Management Proposal is essentially responsive to core requirements of the RFP.

_____ Costs are stated on an hourly basis.

_____ Letter of Submittal and Certifications and Assurances were signed by an individual authorized to bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the sole proprietor if a sole proprietorship.

_____ If Minority- and Women-Owned Business participation is being claimed, a certification or application from OMWBE is included.

_____ Three business references were provided.

NOTE: "Yes" answers must be given to each element above for the proposal to be considered responsive.